

ADULT FAMILY HOME PERMIT REQUIREMENTS

A permit is required to establish an existing residence as an Adult Family Home and to allow for inspection of the home as required by the *Washington Administrative Code* (WAC) 388-76-10700 and the Washington State Department of Social & Health Services (DSHS). To apply, submit the following to the Permit Center:

- ☐ Completed **Federal Way Business License Application**
 - ☐ Two copies of the **Adult Family Home Application and Inspection Checklist** provided by DSHS (<https://www.dshs.wa.gov/altsa/residential-care-services/afh-applications>) including:
 - **Floor Plans** for each level of home showing:
 - Size and use of rooms
 - Sleeping Room Classifications for each bedroom
 - Numerical designation for each bedroom
 - *Example: Bedroom #1, 220 square feet, Type S*
- ☐ Applicable **Fees** for land use review and business license. Please contact the Permit Center at 253-835-2607, or permitcenter@cityoffederalway.com.
- ☐ Copy of King County Environmental **Health Department approval** for homes served by septic systems

After the permit is issued, the home will be inspected for compliance with applicable sections of the following codes (with state amendments) as listed on the DSHS checklist. The purpose of the inspection is to verify that the residence can be safely occupied as an Adult Family Home. Code requirements not specifically referenced that pertain to single family residences will also apply and unsafe conditions will be noted for correction.

- *2012 International Residential Code (IRC)*
- *2012 International Mechanical Code (IMC)*
- *2012 Uniform Plumbing Code (UPC)*
- *2008 National Electrical Code (NEC)*

If the home does not pass the initial inspection, the inspector will provide notes indicating the corrections to be made and whether or not a separate permit is required for the work. If no additional permit is needed, the corrections may be completed and a follow-up inspection requested. If the scope of the work is not exempt from permit, contact the Permit Center for specific project requirements. The Adult Family Home Permit will not be signed off until the work of all other permits has been completed and approved. Please note that a separate permit is required to construct interior or exterior ramps.